



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE INSURANCE EXAMINER

\$4,829 - \$ 6,350

FINANCIAL SURVEILLANCE BRANCH

FIELD EXAMINATION DIVISION

LOS ANGELES

RESPONSIBILITIES:

Under general direction, the incumbent is responsible for planning, directing and conducting financial examinations (audits) of small to medium size insurance companies of moderate complexity to determine their financial condition, solvency, legality and propriety of their operations; compliance with the California Insurance Code as well as the Department rules and regulations. In addition to preparing detailed audit workpapers and examination reports, this incumbent will also be responsible for training and leading field examiners in performing financial examinations, EDP audit tasks; and perform other duties as assigned. He/she will be expected to travel in-state or out-of-state to examine the books and financial records of certain California insurance companies.

DESIRABLE QUALIFICATIONS:

- Possess knowledge of Statutory Accounting Principles. California Insurance Code, and Title 10 of the California Code of Regulations.
- Experience in conducting financial examinations of insurance companies, which include analysis of intercompany transactions, investment portfolios, reinsurance transactions, underwriting and claims practices.
- Possess excellent verbal and written communication skills.
- .Willingness to travel and work away from the headquarters office including out-of-state travel.
- Dependable, responsible, being flexible and responsive to various tasks assigned.
- Demonstrated ability to prioritize and organize work.
- Ability to act in a lead capacity, work effectively and cooperatively with others
- Experience in the use of computer application programs.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Insurance Examiner level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

08/03/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."



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All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Associate Insurance Examiner, PSN # 413-351-4412-010" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Malinda Randolph at (916) 492-3308.

FINAL FILING DATE: August 17, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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